

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
7:00 p.m. on Wednesday, November 20, 2019  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chairman Geise called the meeting to order.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise PRESENT

Supervisor Lettau PRESENT

Supervisor Grundman PRESENT

Supervisor Wisnefski PRESENT

Supervisor Reif PRESENT

b. Staff

Administrator Johnston PRESENT

Asst Admin Straw PRESENT

Clerk Stevens EXCUSED

Treasurer Schiessl PRESENT

Town Engineer – Mary Jo Miller PRESENT

Town Attorney – Ben Lafrombois PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s): NONE

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, November 6<sup>th</sup>, 2019 Town Board Meeting.

**MOTION:**

Motion by unanimous consent to approve the Minutes of the Wednesday, November 6<sup>th</sup>, 2019 Town Board Meeting as presented.

IV. Open Forum: NONE

V. Correspondence:

A. Distribution of the Minutes of the September 26<sup>th</sup>, 2019 Oshkosh Public Library Board Meeting.

B. Distribution of correspondence from CHS Larsen Cooperative.

C. Winnebago County October 2019 Recycling Tonnage Report.

VI. Discussion Items (No Action will be taken):

A. County Supervisor Report—No Report

B. Winnebago County Sheriff's Department – Public Concerns and Issues—No Report

C. Clayton Combined Protective Services Department (First Meeting of the Month)

a. Clayton Fire Rescue Department

b. Clayton Fire Rescue First Responder

- 144 Calls year-to-date, 95 EMR, 39 Fire, 9 both EMR and Fire
  - SCBAs have been delivered
  - Fire hose arrived. Staff will write a promotional press release thanking WPS for grant.
  - Chief Forbes and two members of the Winchester FD have resigned. A new chief has not been named. Possible future discussions with Winchester on providing FD service.
- c. Clayton Police Officer
- Snow plowing violations
  - Squad car recall on seat backs
  - Clayton Park closed for winter - computer/camera turned off.
- D. Larsen-Winchester Sanitary District
- NO REPORT
- E. Administrative Comments
- Engineer Miller
    - Westfield Ridge Cul de sac nothing to report; weather has not cooperated with contractor
    - Assisting with the MLS road grant application
  - Assistant Administrator Straw
    - Working on the MLS road grant application
    - 1<sup>st</sup> phase of TID State review process complete
    - Working with State/Assessor on personal property tax values within TID
  - Treasurer Schiessl
    - Gathering documents needed for pre-audit work
    - Finishing work on special assessments
  - Chair Geise
    - Continue to finalize agreements with Fox Crossing. Outstanding issues: Fox Crossing wanting mandatory water hookup for town residents. Our Board has promised residents they will only be forced to hookup if failing system. Second issue involves the language/definition of what a supplemental build out is in the sewer contract. Current language may include routine maintenance.

VII. Operator Licenses Issued by the Town Clerk:

A. New Licenses Issued

- i. Katelyn J. Streeter
- i. Tammy M Winton

B. Renewal: No Licenses Issued

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):

- A. Plan Commission recommendation to the Town Board on a CSM Application submitted by Roydon and Frances Hart, 3006 Oakridge Road, Neenah, WI 54956, for properties located at 3006 Oakridge Road Neenah, WI 54956, specifically identified as Tax ID# 006-0677, Part of Lot 1 of Certified Survey Map No. 4259 filed in Volume 1 of Certified Survey Maps on Page 4259 as Document No. 1060146, located in and being part of the Southwest ¼ of the Southeast ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Discussed the CSM Application – standard CSM, sectioning off the original farm house and buildings from the tillable property so that family member can purchase the home

**MOTION:**

Motion by unanimous consent to approve the CSM for Roydon and Frances Hart, 3006 Oakridge Road, Neenah, WI 54956, for properties located at 3006 Oakridge Road Neenah, WI 54956, specifically identified as Tax ID# 006-0677, Part of Lot 1 of Certified Survey Map No. 4259 as presented

- B. Plan Commission recommendation to the Town Board on a Re-zoning Application from A-2 (general Agricultural District) to R-1 (Rural Residential District) submitted by Roydon and Frances Hart, 3006 Oakridge Road, Neenah, WI 54956, for properties located at 3006 Oakridge Road Neenah, WI 54956, specifically identified as Tax ID# 006-0677, Part of Lot 1 of Certified Survey Map No. 4259 filed in Volume 1 of Certified Survey Maps on Page 4259 as Document No. 1060146, located in and being part of the Southwest ¼ of the Southeast ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**NO ACTION TAKEN**

- C. Plan Commission review and direction to staff on preparing the documentation for imposing a moratorium on the construction of any new self-storage facilities as defined in Chapter 9 – Town of Clayton Zoning Code of Ordinances, Article 3 – Definitions, Section 14.0 GENERAL STORAGE, 14.02 Personal Storage Facilities in the Town of Clayton Code of Ordinances.
- Town Board reviewed and discussed the impact of the TID, incorporation, and growth of Town. Town Board wants to ensure town property values are maximized inside and outside of the TID.

**NO ACTION TAKEN**

- D. Plan Commission recommendation to the Town Board on a 1-year extension to an approved Conditional Use submitted by WEC Energy Group for a Temporary Construction Site for property owned by Bucklin’s Bus Barn, LLC located at 8616 State Road 76, Neenah, WI 54956; specifically described as Tax ID# 006-0359, being located in Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Assistant Administrator Straw pointed out that the extension of the Conditional Use is being asked for prior to the expiration of the original CUP
- There have been no complaints regarding the temporary use of this property

**MOTION:**

Motion by unanimous consent to approve a 1-year extension for a Conditional Use submitted by WEC Energy Group for a Temporary Construction Site for property owned by Bucklin’s Bus Barn, LLC located at 8616 State Road 76, Neenah, WI 54956; specifically described as Tax ID# 006-0359, being located in Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin as presented

- E. Plan Commission report to the Town Board on direction to staff relative to an administrative re-zoning from A-2 (General Agricultural District) to R-2 (Suburban Residential District) for Phase-2 of the Plat of Highland Wood.
- Discussion regarding the discovery of this plat not being converted to R-2 when plat was recorded.
  - This is an Administration function, no need to collect fees and there is only one residential home in the subdivision – easy to correct the zoning error

**DIRECTON:**

The Board directed staff to move forward with re-zoning.

- F. Plan Commission report to the Town Board on direction to staff on a request for consideration of a Comprehensive Plan Amendment (removal of a future planned road) made by Timothy Wrase of Wrase Realty for property located on the east side of Center Road north of Shady Lane.

**MOTION:**

Motion by unanimous consent to approve a Comprehensive Plan Amendment (removal of a future planned road) made by Timothy Wrase of Wrase Realty for property located on the east side of Center Road north of Shady Lane as presented

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month):

- A. The Green Space Committee was cancelled due to a lack of a quorum.

X. Business:

- A. Discussion/Action: Town Board review and consideration of the Town Chair’s recommended appointment of Kelly Wisnefske to the Town Board to complete the unexpired term of Town Board Supervisor, Ann Schmidt.

The Town Chair has recommended the appointment of Kelly Wisnefske following the notice from Town Board Supervisor Ann Schmidt regarding her moving out of the Town of Clayton. The Town Chair and Town Staff met with Kelly on Friday, October 25<sup>th</sup> and Kelly has agreed to fulfill Supervisor Schmidt’s term through April 2020 including Supervisor Schmidt’s appointment as Town Board Representative for the Plan Commission. Should the Town Board agree, a motion to appoint Kelly Wisnefske to the Town Board to complete the unexpired term of Town Board Supervisor Ann Schmidt through April 2020 would be in order.

**MOTION:**

Motion by Supervisor Grundman

Second by Supervisor Lettau

Motion to approve appointment of Kelly Wisnefske to the Town Board to complete the unexpired term of Town Board Supervisor Ann Schmidt through April 2020.

**ROLL CALL VOTE:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye

Motion carried by a vote of 4-0

- B. Discussion/Action: Town Board review and consideration of the Town Chair’s recommended appointment of Brian White to the Plan Commission to complete the unexpired term of Plan Commission Member, Kelly Wisnefske.

Attached please find the email from the Town Chair recommending Brian White be appointed to the Plan Commission to complete the unexpired term of Plan Commission Member Kelly Wisnefske. The unexpired term runs through April 2022. Chair Geise has informed the staff that Mr. White has agreed to the appointment. Should the Board agree, a motion to approve the appointment of Brian White to the Plan Commission to complete the unexpired term through April 2022 of Plan Commission Member Kelly Wisnefske would be in order.

**MOTION:**

Motion by unanimous consent to appoint Brian White to the Plan Commission to complete the unexpired term through April 2022 of Plan Commission Member Kelly Wisnefske.

- C. Discussion/Action: Town Board review and consideration of Ordinance 2019-016 an Ordinance acting on a Re-zoning Application from A-2 (general Agricultural District) to R-1 (Rural Residential District) submitted by Roydon and Frances Hart, 3006 Oakridge Road, Neenah, WI 54956, for properties located at 3006 Oakridge Road Neenah, WI 54956, specifically identified as Tax ID# 006-0677, Part of Lot 1 of Certified Survey Map No. 4259 filed in Volume 1 of Certified

Survey Maps on Page 4259 as Document No. 1060146, located in and being part of the Southwest ¼ of the Southeast ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Attached please find a copy of Ordinance 2019-016 An Ordinance Approving a Re-zoning Application submitted by Roydon and Frances Hart, 3006 Oakridge Road, Neenah, WI 54956, for properties located at 3006 Oakridge Road Neenah, WI 54956, specifically identified as Tax ID# 006-0677, Part of Lot 1 of Certified Survey Map No. 4259 filed in Volume 1 of Certified Survey Maps on Page 4259 as Document No. 1060146, located in and being part of the Southwest ¼ of the Southeast ¼ of Section 26, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agricultural District) to R-1 (Rural Residential District).

- Discussed the reason for rezoning the property – the property is under 5 acres
- Discussed the additional farm buildings and they comply with the set backs of the building code

**MOTION:**

Motion by Supervisor Grundman

Second by Supervisor Lettau

Motion to approve Ordinance No. 2019-016, An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map to rezone property located at 3006 Oakridge Road and specifically described as Tax ID# 006-0677, from A-2 (General Agricultural District) to R-1 (Rural Residential District).

**ROLL CALL VOTE:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Wisnefske	Aye

Motion carried by a vote of 5-0

- D. Discussion/Action: Town Board second reading, and consideration of Town of Clayton, Ordinance 2019-015 An Ordinance Creating Section 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction.

Attached please find a draft copy of Town of Clayton Ordinance 2019-015, An Ordinance Creating Section 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction. In order for the Public Works Department to safely plow the Town’s roads, the administration feels that winter parking restrictions are needed. The attached Ordinance was drafted by the Town’s Legal Counsel, staff has reviewed the document and has no questions relative to its content. Should the Board wish to approve Ordinance 2019-015, a motion with a roll call vote to approve Town of Clayton Ordinance 2019-015 An Ordinance Creating Section 3.60 of the Town of

Clayton Code of Ordinances Establishing Winter Parking Restriction; and to direct staff to post the ordinance would in order.

- Discussed the need for the parking restriction due to the safety of the PW department employees and the equipment
- Discussed the potential hazard of plowing around vehicles parked on the road and at the end of drive-ways

**MOTION:**

Motion by Supervisor Lettau

Second by Supervisor Grundman

Motion to approve Town of Clayton Ordinance 2019-015 An Ordinance Creating Section 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction; and to direct staff to post the ordinance as presented

**ROLL CALL VOTE:**

Supervisor Wisnefske	Aye
Chair Geise	Aye
Supervisor Lettau	Aye
Supervisor Reif	Aye
Supervisor Grundman	Aye

Motion carried by a vote of 5-0

- E. Discussion/Action: Town Board review and consideration of an Amended Agreement for Fire Department, Automatic Assistance, between the Town of Clayton and the Village of Fox Crossing.

Attached please find a copy of the Amended Agreement for Fire Department Automatic Assistance (auto-aid) between the Town of Clayton and the Village of Fox Crossing. We currently have an auto-aid agreement in place with Fox Crossing in which each department responds to a limited portion of the other department’s response area. Fox Crossing’s Fire Chief Harbison has requested a change to the current agreement so that Clayton Fire Rescue would respond to structure fire pages anywhere within the Village of Fox Crossing west of the Fox River. In exchange, Fox Crossing would respond to a structure fire page anywhere within the Town of Clayton. Chief Harbison estimates the change would only add a few additional calls per year for Clayton Fire Rescue. The Administration feels that this agreement would be a benefit to the Town of Clayton because it would provide for an additional engine company responding to calls within the Town. As Fox Crossing has staffed stations, their response time would be almost immediate. Should the Board agree, a motion to approve the Amended Agreement for Fire Department Automatic Assistance between the Town of Clayton and the Village of Fox Crossing would be in order.

- Assistant Administrator Straw clarified the area that the Town of Clayton would be covering as Clayton Ave East to Western Shoreline of Little Lake Butte des Morts, and North from Prospect (County Rd BB) south to Main St.
- Chair Geise added that Fox Crossing would in turn cover the entire Town of Clayton

**MOTION:**

Motion by unanimous consent to approve the Amended Agreement for Fire Department Automatic Assistance between the Town of Clayton and the Village of Fox Crossing as presented.

- F. Discussion/Action: Town Board review, consideration, and direction to staff on proposed changes to the Town's Uniform Dwelling Code Ordinance.

Attached please find a copy of Ordinance 2019-017, An Ordinance Rescinding the Town's Adoption of the Uniform Dwelling Code and Creating Chapter 7 – Development, Section 7.2 of the Town of Clayton Ordinances Adopting the State of Wisconsin Building Standards and a copy of the existing Ordinance. The Administration would like the opinion of the Attorney relative to the new Ordinance rescinding the entire existing Dwelling Code Ordinance or just a portion of the existing Ordinance. The existing Ordinance includes creating the position of Building Inspector as well as adopting the Wisconsin Uniform Dwelling Code. If the Board is in agreement with the Attorney's opinion a motion would be in order to refer Ordinance 2019-017, An Ordinance Rescinding the Town's Adoption of the Uniform Dwelling Code and Creating Chapter 7 – Development, Section 7.2 of the Town of Clayton Ordinances Adopting the State of Wisconsin Building Standards to a first reading.

- Discussed the procedure for rescinding the existing Ordinance due to it creating the position of Building Inspector and adopting the Wisconsin Uniform Dwelling Code.

**DIRECTION:**

The Board directed staff to meet with the Town's Attorney and make revisions and bring back as a 1<sup>st</sup> reading.

- G. Discussion/Action: Town Board review and consideration of the Administrator's Annual Performance Evaluation and compensation.

Attached please find a copy of the Administrator's Annual Performance Evaluation. It is the Administration's understanding that the Board has reviewed and provided their Evaluations to the Town Chair and that the Chair will review the compiled documents with the Administrator.

- The Board commended Richard Johnston on the excellent job he has done working on behalf of the Town.
- Chair Geise stated no need for an evaluation since he is transitioning to a new role within the Town.

**MOTION:**

Motion made by unanimous consent to payout all remaining vacation not used to Administrator Johnston.

- H. Discussion/Action: Town Board review and consideration of the Administration's Annual Staff Performance Evaluations as listed below, the associated

recommended cost of living wage increases, as well as the transition of the Town Treasurer from probationary employee to regular employee.

- i. Town Assistant Administrator
- ii. Town Clerk
- iii. Town Treasurer
- iv. Town Building Inspector
- v. Town Public Safety Director
- vi. Town Public Works Department Foreman (Union negotiated CY 2020 cost of living pay increase).

Attached please find copies of Staff's self-evaluations with the Administration's evaluations of the Town's fulltime administrative employees to be distributed at the meeting. The only represented Town Employee to be evaluated is the Public Works Foreman and that evaluation is for management purposes only. The Administration is distributing these documents to the Town Board as a basis for recommending its annual wage adjustment recommendations for non-represented staff to the Board. Please be keep in mind that there are 27 pay periods in CY 2020.

The Town Treasurer's probationary period will expire on December 10<sup>th</sup>, 2019. Given Sabina's performance evaluation and her ability to quickly learn the position, the Administration is recommending to the Town Board that Sabina Schiessl be converted to a full-time employee with all of the associated benefits.

Should the Town Board agree with the Administration's recommendations a motion would be in order to convert Sabina Schiessl to a fulltime regular employee with all of the associated benefits; and (please include the Board's decision regarding the wage adjustments for staff).

- The Chair recommended to post-pone approval of wage increases until the Board had the chance to read the Administrator's evaluation of the Town Staff and add this agenda item to second meeting of December 2019

**MOTION:**

Motion by unanimous consent to convert Sabina Schiessl to a fulltime regular employee with all of the associated benefits

- I. Discussion/Action: Town Board review and consideration of approving a Larsen – Winchester Lions Club Legacy Project in Trailhead Park

Attached please find a copy of the correspondence from the Lion's Club President outlining the legacy project plan for Trail Head Park. The Administration has reviewed the project plan and feels comfortable with what is being proposed. The Public Works Department is planning to install drain tile on the east side of the park next to the trail in the spring or early summer of 2020. The PW staff would prepare the site at that time. Should the Board agree with the proposed project, a motion to approve the Larsen-Winchester Lions Club Legacy Project in Trail Head Park would be in order.

- Discussed that this project involves the park and should be reviewed by the Green Space Committee

**DIRECTION:**

The Board directed staff to refer this to the Green Space Committee for review and recommendation

- J. Discussion/Action: Town Board review and consideration of Resolution 2019-013 A Resolution to Enact a Temporary Moratorium on Storage Facilities.

Attached please find a copy of Resolution 2019-013 A Resolution to Enact a Temporary Moratorium on Storage Facilities. As put forth in the Plan Commission minutes, the discussion of the 120-day moratorium was very positive. The Administration and the Town’s Planner agree that going forward with the 120-day temporary moratorium would allow the Plan Commission and the Board time to re-evaluate the Town’s Zoning Code and Comprehensive Plan to maximize the use of the property within the State Hwy 76/State Hwy 10 corridor and find alternative areas within the Town for which storage facilities would be better suited. If the Board agrees a motion and Roll Call vote to approve Resolution 2019-013 A Resolution to Enact a Temporary Moratorium on Storage Facilities would be in order.

- Attorney LaFrombois reviewed with the Board the importance of re-evaluating the Town’s Zoning Code and Comprehensive Plan to maximize the use of the property within the State Hwy 76/State Hwy 10 corridor and find alternative areas within the Town for which storage facilities would be better suited

**MOTION:**

Motion by Supervisor Reif  
 Second by Supervisor Wisnefske

Motion to approve Town of Clayton Resolution 2019-013, A Resolution to Enact a Temporary Moratorium on Storage Facilities as presented.

**ROLL CALL VOTE:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Reif	Aye
Supervisor Wisnefske	Aye
Chair Geise	Aye

Motion carried by a vote of 5-0

- K. Discussion/Action: Town Board review, consideration, and direction to staff relative to preparing an Interjurisdictional Multimodal Local Supplement (MLS) Program Grant Application through WDOT for CY 2020. Town Board review and consideration of approving a Larsen – Winchester Lions Club Legacy Project in Trailhead Park

Attached please find a draft copy of the Interjurisdictional Multimodal Local Supplement (MLS) Program Grant Application through WDOT for CY 2020. The Town of Clayton is making the Application for the four participating Municipalities (Towns of Clayton, Vinland, Winchester, and Winneconne). The Grant Program uses a 90/10 cost split, the Application is for the pulverizing and resurfacing of Breezewood Lane from USH “45” to CTR “76” at a cost of \$1,381,840.00. Should the project be awarded grant funding the respective Towns would proportionally share the 10% or \$138,184.00 cost of the project. The Towns Application was originally intended to use Force Account Labor to do the ditching on the project, this would allow a greater than 90/10 split, however, the Grant Program does not allow the use of Force Account Labor. In order to continue the ditching offer, the Administration is recommending that the Town authorize staff to do the proposed ditching work on a time and materials basis with a not to exceed cost of \$4.00 per linear foot. The Application is due by December 6<sup>th</sup>, 2019. Should the Board be comfortable with the Application and the Administration’s recommendation a motion would be in order to approve the draft MLS Grant Application and to direct staff to finalize the document for submission on or before December 6<sup>th</sup>, 2019.

- Discussed the proposed ditching of Breezewood and how the cost would be split between the Towns
- The Town of Clayton PW Department would ditch 2 miles of road per year and bill the respective Towns proportionately

**MOTION:**

Motion made unanimously to approve the draft MLS Grant Application and direct staff to finalize the document for submission on or before December 6<sup>th</sup>, 2019.

- L. Discussion/Action: Town Board review, consideration, and direction to staff relative to the use of the Town’s 2020 Industrial Development Board, Per Capita Funding.

Attached please find a copy of the County’s Industrial Development Board (IDB) 2020 Winnebago County Per Capita Funding Program Application. The IDB funding available from the County for CY 2020 is \$4,688.00. Historically, the Town has dedicated its Per Capita Funds to the Fox Valley Chamber for area wide industrial/commercial recruiting. As a result of those Chamber activities, the Town has had and does have several opportunities for significant development projects. Last year the Board opted to dedicated its Per Capita Funds to both the Fox Cities Chamber and the Greater Oshkosh Development Corporation.

Given the commercial and light industrial activities developing on the east side of the Town, the Board may wish to make an application to use the money in house. Specifically, a good argument can be made that with the new position of Public Works Director/Economic Development Director, the IDB funds could be used to offset the wages of this new position. Should the Board agree with the Administration’s recommendation, a motion would be in order to direct staff to submit an Application for the IDB Funding to offset the Town’s Economic Development activities.

- Discussed the development opportunities available to the Town with the installation of utilities to the east side of the Town and how the monies would be beneficial to the Town.

**MOTION:**

Motion by unanimous consent to direct staff to submit an Application for the IDB Funding to offset the Town’s Economic Development activities.

- M. Discussion/Action: Town Board review and consideration of approving the Public Safety Director’s request to purchase new safety helmets for EMR use Town Board review, consideration, and direction to staff on proposed changes to the Town’s Uniform Dwelling Code Ordinance.

Attached please find a copy of the memo from the Public Safety Director requesting approval to purchase new helmets for the EMRs. The Administration feels that this is a reasonable request given the safety of the EMR staff and the cost of replacing the helmets. The Department is willing to donate the expired helmets to another department or Gear-n-Up Foundation that will in turn send the helmets to third world countries.

Should the Board agree, a motion to approve the purchase of new helmets for EMR use at a cost not to exceed \$1,500.00 and to donate the expired helmets would be in order.

- Discussed how the EMR’s use the helmets – they wear the helmets to extract patients from vehicles

**MOTION:**

Motion by unanimous consent to approve the purchase of new helmets for EMR use at a cost not to exceed \$1,500.00 and to donate the expired helmets as the department sees fit.

XI. Review of Disbursements

XII. Review of General Fund Budget Update (Second Town Board meeting of the month)

XIII. Upcoming Meeting Attendance:

- Public Hearing regarding vacating a portion of Medina Junction Road—December 4, 2019
- Town Board has cancelled the January 1, 2020 scheduled meeting

XIV. Board Member Requests for Future Agenda Items: NO REQUESTS

XV. Adjournment

**MOTION:**

Motion made by unanimous consent to adjourn at 8:15 p.m.

Respectfully submitted, Sabina Schiessl, Treasurer